

# MEMBER DEVELOPMENT STRATEGY ACTION PLAN 2017-2019

| Action   | Target completion date | Progress  | Lead Officer/Member                                   |
|--|------------------------|---|---|
| Review the annual Member Induction Programme                           | March 2018             | <b>COMPLETE</b> - New Member Induction session for new Members introduced in 2017/18 including an overview of RBFRS and opportunity to meet with Senior Leadership Team. Further refined in 2018/19.  | Head of Corporate Services<br>Democratic Support Lead |
| Control Room Visits arranged and planned                               | 2018/19                | <b>COMPLETE</b> - Control room visits arranged before or after designated committee meetings.   | Head of Corporate Services<br>Democratic Support Lead |
| Members to be invited to RBFRS events and demonstrations               | Business as usual.     | <b>COMPLETE</b> - Members have attended Graduation ceremonies for firefighter trainees in May and August; Young Firefighter's passing out parade, Awards Ceremony, handover of the new appliances at Newbury Fire Station and the official opening of the refurbished Firehouse at Whitley Wood Fire Station. | Senior Leadership Team<br>Democratic Support Lead     |
| Develop a skill based questionnaire for completion by Members annually | November 2017          | <b>COMPLETE</b> – Questionnaire developed by Task and Finish Group to be used to inform Members 1:1s.   | Task and Finish Group                                 |

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| Group Leaders to undertake annual 1:1 with Members                                   | May 2018 / Annually       | <b>COMPLETE</b> - 1:1s to be conducted between Group Leaders and Members using the skilled based questionnaire.  | Vice-Chairman<br>Conservative / Labour<br>Group Leaders |
| New Members to be assigned a Member and Officer Buddy on joining the Fire Authority. | June 2018 / Annually      | <b>COMPLETE</b> – Received six new Members in 2018/19 and all were assigned an Officer Buddy from the Senior Leadership Team.  | Group Leaders<br>Senior Leadership Team                 |
| Hold an annual strategic Members Workshop  | Annually – 8 October 2018 | <b>COMPLETE</b> - Annual meeting to be held as part of the Fire Authority's Strategic Planning process. Additional workshops to be held if required.   | Head of Corporate Services                              |
| Publish an annual Member Development Programme                                       | Annually                  | <b>COMPLETE</b> - Published at the start of the Municipal Year.  | Head of Corporate Services<br>Democratic Support Lead   |
| Review Members' Handbook   | Annually                  | <b>COMPLETE</b> - Task and Finish Group has undertaken a review of the 'About Us' section to develop information available to Members. Members' Handbook provided electronically and in hard copy. | Head of Corporate Services<br>Democratic Support Lead   |

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| Development of a Member/Officer Protocol   | October 2017           | <b>COMPLETE</b> - Member/Officer Protocol considered at Task and Finish Group on 19 September. Agreed by Fire Authority on 10 October.  | Head of Corporate Services                            |
| Undertake an annual Member Develop Survey  | Annually<br>March 2019 | Survey to be introduced at end of 2018/19 Municipal Year.   | Head of Corporate Services<br>Democratic Support Lead |
| Ensure all Members notified of committee paper publication   | Business as usual.     | <b>COMPLETE</b> - To ensure awareness of all business being undertaken by the Fire Authority and its committees. Normal working practice.   | Democratic Support Lead                               |
| Members to participate in the Working with Elected Members Core Skills course  | Business as usual      | <b>COMPLETE</b> – Two Members attended course in September and November 2018. Whilst primarily focused on staff development, the course may offer opportunities for Member development. | Democratic Support Lead                               |
| Ongoing opportunities to work in partnership with other fire and rescue services and local authority partners to be explored | Business as usual      | Opportunities to be explored on an ongoing basis.   | Head of Corporate Services<br>Democratic Support Lead |

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| Ensure attendance at all Member Development activities is captured               | Business as usual<br>March 2019 | Attendance will be reported annually via the Audit and Governance Committee.   | Democratic Support Lead                             |
| Ensure feedback from individual Member Development training sessions is captured | 2018/19<br>March 2019           | Electronic survey and feedback form for Member Development to be developed   | Democratic Support Lead                             |
| Develop a protocol for station visits by Members                                 | December 2017                   | <b>COMPLETE</b> Included in Member Handbook.   | Group Manager – Service Delivery                    |
| Undertake colour profiles  | July 2018                       | All Members to complete their colour profile as part of the Member Development Programme to aid the annual 1:1 process. Colour profiling helps understanding of self and understanding of others preferences. It enables you to blend personal preferences with those of others to improve individual relations, team dynamics and communication. To be rolled out in June 2019. | Business Support Officer<br>Democratic Support Lead |

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| Opportunities for e-learning to be utilised for Members                     | Business as usual      | First e-learning course on information governance has been utilised. Refresher course sent out in August 2018 no responses have yet been received. To be rolled out again 2019/20. | Senior Leadership Team<br>Democratic Support Lead     |
| Create an information hub on Modern Gov to aid Member Development           | March 2018             | <b>COMPLETE</b> - Key information for Members to be added to Modern.Gov system in preparation of the start of the 2018/19 Municipal Year.  | Democratic Support Lead                               |
| Annually report on Member Development to the Audit and Governance Committee | Annual<br>March 2019   |  | Head of Corporate Services<br>Democratic Support Lead |